



PROFESSIONAL DEVELOPMENT COMMITTEE AGENDA

03/13/2017 | 2:30-4:30PM | Rm. 2410

LPC Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC Planning Priorities

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Professional Development Committee

Members:

Chair: Greg Daubenmire/Howard Blumenfeld

A&H: Maureen O'Herin/Elena Cole

CATSS: Ernie Jones/Robin Roy

MSEPS: David Powers

BHAWK: Patricia Stokke

Stud.Serv.Faculty: Gabriela Discua,
Brian Owyong

CLASSIFIED: Tim Druley, Frances DeNisco, Bill Eddy, Carolyn Scott, Ana Del Aguila

PART-TIME FACULTY: TBA

ASLPC REP.: TBA

Agenda Item

Presenter

1. GENERAL BUSINESS

1.1 Call to Order/Quorum

2:32 PM call to order. Carolyn motioned to approve. Gabriela seconded.

Greg Daubenmire and Robin Roy were absent from the meeting.

Chair

Chair

1.2 Review and Approval of Agenda

Chair Chair

1.3 Review and Approval of Minutes

Chair Chair

2. (Old Business)

a) Variable FLEX Contract Form – **No updates were available about this except that in the event we do not have CLPFA/District progress on the new forms, we will use the "Patch" form again during the 2016-2017 Academic Year.**

b) Mandatory FLEX Days for 2017-2018 AY – **There will be 2 Mandatory FLEX days for the next calendar year and some FLEX activities incorporated into the President's Hour at Convocation. The Spring FLEX day will ideally be the same as the one for Chabot College.**

The disadvantage of having Mandatory FLEX day in September is that there is no time for committee revision of the agenda. November FLEX day has more time for planning, but may not be the ideal time for counseling faculty because they are dealing with student registration issues. It also may not be the ideal time because of all of the holidays. October seems to be the ideal time to hold a FLEX day because it's a long month for students and it is also a relatively quiet time for counseling faculty.

c) BioSciences Grant & Strong Workforce Grants – **Vicki is administering both of these grants. The BioSciences grant is currently running and the SWG becomes active in July.**

3. (Informational Items)

Presenter

- a) New Committee Members (Elena, David) – **These two new committee members were welcomed.**
- b) Adult Ed Non-Credit Professional Development (Frances) – **Community Education Classes can now be used for Variable FLEX Credit. There is a possibility of a 10% enrollment discount being offered to faculty and staff. In order to apply these classes for Variable FLEX credit, enrolled faculty would need to obtain a certificate or proof of enrollment. Also, there is a Adult-Education NonCredit grant coming (administered by Vicki Shipman) for \$12,000.**
- c) Welding Regional Professional Development – **\$2250 will be available for Welding next year through a CTE grant administered by Vicki Shipman.**
- d) MakerSpace Project Professional Development - **\$3750 will be available for the MakerSpace Project through a CTE grant administered by Vicki Shipman.**
- e) Budget Update (Diane)* - **No updates, but there is a need for Arts and Humanities Professional Development Funding & Grants.**
- f) Scholarship Committee readings for Variable FLEX – **An exception is being made this year concerning Scholarship Committee readings for Variable FLEX, whereby faculty will be eligible to use them for FLEX credit. This is a one-time exception and scholarship readings cannot be counted toward FLEX credit next year, as committee meetings are not eligible for Variable FLEX credit.**
- g) Classified Support in 2017-2018 – **There is a 15 hour per week classified position that has been approved for classified support of the Academic Senate. A portion of those hours will be devoted to classified support for Professional Development. The thought was that these hours could be best utilized to assist the PDC coordinator in handling and processing Conference Paperwork and possibly assisting with recording and transcribing minutes during PDC meetings.**

- h) **Number of Variable FLEX Days in 2017-2018 – There is confusion about how many Variable FLEX days there are for the 2016-2017 Academic Year (current year), as the official district calendar says that there is only one, yet we have been acting as if there are two. Howard emailed Roanna for clarification on this issue. It is not clear if the 2016-2017 calendar implies “one per year” or “one per semester.” There is only one Variable FLEX day for the 2017-2018 Academic Year, although this too is going to be confirmed by Roanna. There was an issue about why we refer to these as “days” and not “hours” and the reason has to do with the structure of our academic calendar into days.**

4. (New Business)

- a) **Professional Development as an IPEC Planning Priority (Frances)**
Frances passed out a “Stakeholders/Actionable Initiative” Form. IPEC examines whether to retire priorities as they have strength in the system. Elena provided an example of a form she used for accreditation. Frances is looking for feedback on making Professional Development an institutional priority. Howard and Frances agreed to collaborate on filling out this form. Some possible items for this form included leadership training, addressing funding for out-of-state conferences, coordination of grants/resources/committees doing professional development, budget (money and planning), evaluating PD opportunities, reassigned time for the coordinator, institutional support for faculty and staff joining professional organizations, classified support for PDC, research of PD at other colleges (best practices) – Mesa College, MiraCosta College, Fresno City College were cited as good examples, forms, canvas, converting event scheduling, and the possibility of having a PDC Center on campus. It was suggested that we look at Deans’ summaries and program reviews for evidence of what staff and faculty need. We may need to re-define what PD could be.
- b) **Division Survey Results about the Necessity of Mandatory FLEX Days & Current Conference Funding Levels – The general agreement was that Faculty wanted two Mandatory FLEX days. Some faculty, especially in A&H, wanted even more of a student-focused approach in planning FLEX days. There was a general agreement among the divisions that current levels of**

funding were preventing faculty and staff from attending conferences.

- c) **Spring 2017 FLEX Day Global & Individual Survey Results – The survey results are posted on the “Agenda & Minutes” section of the PDC website. In general, people were happy with the organization, variety of sessions, and the keynotes. There was also a call for more teaching-related sessions. Classified staff would like to plan their own activities for next year. Howard agreed to jointly plan with Frances, but advised her to run ideas by the President prior to finalizing plans. The Office of Institutional Research and Planning provided attendance data and data for individual sessions.**
- d) **Conference Request Form Updates Concerning Additional Funding Sources – Deans are requesting that when faculty fill out a conference form, get that form to the grant administrator first (if applying for grant funding) and then to the Dean or immediate supervisor. Do this for both funding requests and reimbursement requests.**
- e) **Planning & Budget Task Force for Local Revenues & Expenditures – This is a task force approved by the Academic Senate with a reporting relationship to Senate. The current membership is Howard, Rajeev, Elena, and Jason. Rajeev has agreed to serve as the chair for the group. Howard wrote the charter. Diane Brady is invited to serve on this committee as well. There may be solicitation for members during the Senate portion of Division meetings. It is best to work with, not against, the administrators to look at solutions and improve transparency. One of the issues at hand concerning PD is a desire to know the details concerning administrator conference requests.**
- f) **Update on “Working Together” and “Teaching Institute”**

Howard provided an update on Working Together. They are going to represent LPC at the ASCCC Instructional Design and Innovation Conference this week. Next month they will hold small group conversations around staff, student, and faculty appreciation. Elena provided an update on the Teaching Institute. The first meeting of the TI is this Wednesday evening at Don Jose’s restaurant in Castro Valley. There will be another meeting

in May. Reservations were required and this week's event has a waitlist.

- g) **Community Ed Updates – Civic Engagement (Frances) – Frances contacted a faculty member who is willing and able to offer a community ed class in Civic Engagement.**
 - h) **Active Listening Workshops (Elena) – These workshops grew out of an idea from the “Working Together” FLEX Day seminar.**
 - i) **Fake News Workshops (Elena) – There is a link on the LPC library website about these workshops.**
5. **Transformations Grant (Elena) – Math is developing curriculum around Growth Mindset research, Habits of mind research, and working on multiple measures in placement. English is studying a new placement process and offering professional development workshops targeted at 1A.**
6. **Conference Funding Request Approvals – All requests were approved; however, Greg will follow up with the Business office and handle the paperwork flow, as well as communication with the following applicants for funding:**
- Marsha Vernoga**
 - Tim Heisler**
 - James Dobson**
 - Ashley McHale**
 - Melissa Korber**
 - Rajeev Chopra**
 - Ruchira Majumdar**
 - Rafael Valle**
 - Michael Peterson**
 - Angelo Bummer**
 - Erick Bell**
 - Martin Nash**
 - Howard Blumenfeld's original request from February was approved for \$250 funding.**

For more details about these funding requests, please contact Greg Daubenmire.

7. **Blackboard to Canvas – Greg is supposed to take the lead in converting our Professional Development Blackboard site from**

Blackboard to Canvas. This has not happened yet. Stay tuned for updates.

8. **Good of the Order – Frances reminded everyone to send their ideas for the planning form to her. A suggestion was made that we need to be more transparent with information around campus and not just finances and budget. The facilities rental fees were increased recently, but it is not clear how these fees are being used. One of the problems that arose during our accreditation self-study was a lack of oversight and planning. Someone mentioned the use of R25 software for facility planning.**

9. **Adjournment – The meeting was adjourned at 4:32 PM.**

Next Regular Meeting: April 10, 2017

Room 2410

Meeting Dates: 15-16 Academic Year

~~September 12, 2016~~

~~October 10, 2016~~

~~November 14, 2016~~

~~December 12, 2016~~

~~February 13, 2017~~

~~March 13, 2017~~

April 10, 2017

May 8, 2017

First Meeting Date: 17-18 Academic Year

September 11, 2017